

## CLEANING CHECKLIST

This document outlines a comprehensive cleaning protocol for residential or commercial spaces. It includes detailed instructions for preparing cleaning supplies, performing general cleaning tasks in various areas like living spaces, kitchens, bedrooms, and bathrooms, as well as rotating deep cleaning tasks. It also covers post-cleaning inspections and additional services available upon request. Safety precautions, environmental considerations, and the importance of communication and feedback are emphasized throughout the process to ensure cleanliness, safety, and customer satisfaction.

### **\*\*Preparation:\*\***

1. Gather all necessary cleaning supplies and equipment:

- All-purpose cleaner
- Disinfectant spray
- Glass cleaner
- Stainless steel cleaner
- Floor cleaner (appropriate for the floor type)
- Toilet bowl cleaner
- Microfiber cloths
- Sponges
- Scrub brushes
- Mop and bucket
- Vacuum cleaner with attachments
- Dusting tools (feather duster, microfiber duster)
- Trash bags
- Gloves
- Face masks

### **\*\*General Cleaning:\*\***

1. **\*\*Living Area:\*\***

- Dust all surfaces including shelves, furniture, and decorative items.
- Wipe down and disinfect light switches, door handles, and remotes.
- Vacuum upholstery and under cushions.
- Vacuum and mop floors.
- Empty trash cans and replace liners.
- Check for any damages or maintenance issues and report them.



## 2. **Kitchen:**

- Clean and sanitize countertops.
- Wipe down cabinet exteriors.
- Clean appliances (inside and outside), including microwave, oven, refrigerator, and dishwasher.
- Clean and disinfect sinks and faucets.
- Clean stove grates and burner tops.
- Empty and clean drip pans.
- Sweep and mop floors.
- Dispose of any expired food items.
- Take out trash and replace liners.
- Check for any missing or damaged kitchen utensils and report them.

## 3. **Bedrooms:**

- Change bed linens and make the beds.
- Dust all surfaces including furniture, headboards, and nightstands.
- Vacuum carpets/rugs and under the bed.
- Wipe down and disinfect light switches and door handles.
- Empty trash cans and replace liners.
- Check for any damages or maintenance issues and report them.

## 4. **Bathrooms:**

- Clean and disinfect toilets, including under the rim.
- Clean and disinfect sinks, faucets, and countertops.
- Clean mirrors and glass surfaces.
- Scrub and sanitize showers, bathtubs, and tiles.
- Clean shower curtains or doors.
- Replace towels and replenish toiletries if provided.
- Sweep and mop floors.
- Empty trash cans and replace liners.
- Check for any damages or maintenance issues and report them.



**\*\*Deep Cleaning Tasks (Rotated Weekly):\*\***

1. Dusting ceiling fans and light fixtures.
2. Cleaning inside cabinets and drawers.
3. Cleaning baseboards and window sills.
4. Cleaning air vents and grilles.
5. Washing windows and window screens.
6. Cleaning behind and under furniture.
7. Deep cleaning carpets and upholstery.

**\*\*Post-Cleaning Inspection:\*\***

1. Inspect all areas to ensure cleanliness and compliance with standards.
2. Double-check all appliances and fixtures to ensure they are in working order.
3. Make note of any damages or maintenance issues discovered during the cleaning process.

**\*\*Additional Services (Upon Request):\*\***

1. Laundry service (washing, drying, folding).
2. Dishwashing service.
3. Restocking supplies (toiletries, paper towels, etc.).
4. Exterior cleaning (patios, balconies, etc.).

**\*\*Notes:\*\***

1. Ensure all cleaning products used are safe for the environment and guests.
2. Pay attention to details and ensure thoroughness in cleaning tasks.
3. Maintain clear communication with the property owner or manager regarding any issues or special requests.
4. Follow all safety protocols and guidelines, especially in the handling and disposal of cleaning chemicals and waste.
5. Provide feedback and suggestions for improving the cleanliness and maintenance of the property.

